Duration: 1 day

Price: $325.00

Certification: No Certification

Exams: No Exam

Click For Dates

Course Overview

This ILT Series course teaches the basic commands and features of Microsoft Project 2010. Students will learn how to create and modify task lists, establish a project schedule, create calendars, assign resources to tasks, track costs, and work with different views and tables. Students will also apply filters and groups, and sort task and resource data. Finally, they will learn how to resolve resource conflicts. Comes with CertBlaster pre- and post-assessment software (download).

Target Audience

This course is designed for a person who has an understanding of project management concepts, who is responsible for creating and modifying project plans, and who needs a tool to manage those project plans.

At Course Completion

After completing this course, students will be able to:

- identify the basic features and components of the Microsoft Project environment.
- create a new project plan file and enter project information.
- manage tasks by organizing tasks and setting task relationships.
- manage resources for a project.
- finalize a project plan.